



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES HOME INSTRUCTION

#### Process

1. Complete FORM A - Request for Home Instruction and submit to the appropriate Superintendent. (*Note: Attach a copy of the Doctor's Slip confirming absence from school*)
2. Authorization by the Superintendent will be given by telephone or e-mail.
3. Form A will be scanned back to the school with Superintendent signature.
4. Once authorization is received, the principal/designate will contact a teacher to provide the home instruction, for a maximum of 5 hours per week.
5. Time sheets must be filled out and signed by the Principal/designate and submitted to the Human Resources Department every two weeks. To ensure proper filing of these documents, the time sheet will indicate the name of the student who is receiving home instruction.
6. When the Home Instruction ends, FORM B is completed and forwarded to the appropriate Supervisory Officer.

To maximize learning and ensure the best possible home instruction experience, each of the following have responsibilities:

#### Superintendent Responsibilities

1. Administer Home Instruction services subject to the terms of this policy and procedural guideline.

#### Principal Responsibilities

1. Initiate the request for Home Instruction as required.
2. Select and supervise the Home Instruction teacher
3. Monitor the program, progress and records
4. Confirm and sign timesheets and forward to Human Resources
5. Terminate Home Instruction Services if:
  - i)The student returns to school on a full time basis
  - ii)The student can no longer benefit from home instruction
  - iii)Appropriate arrangements cannot be made

### Teacher Responsibilities

The home instruction teacher is responsible for the duties of a teacher under the Education Act and Regulations including the educational program for the student. In addition, it is the responsibility of the teacher to:

1. Consult with the principal, regular teacher and parents prior to the commencement of home instruction services and to maintain ongoing consultation.
- 2) Report educational progress to the home and the school. This includes providing grades and comments to the school for inclusion on the provincial report card where applicable.
- 3) Plan to use supervised tutorial time for instructional purposes leaving assigned work for the student under the supervision of the home.
- 4) Maintain student records and forms.
- 5) Submit appropriate forms as prescribed by the Board for reimbursement

### Parent/Guardian Responsibilities

- 1) Provide an appropriate supervised place for the student and teacher, which is relatively quiet and free from disturbances or confirm an appropriate public space (e.g., library).
- 2) Schedule times when the student can do assigned work under the supervision of the home.
- 3) Contact the teacher 24 hours in advance if a child cannot participate in instruction on a particular day.

### Student Responsibilities

- 1) Be ready with appropriate materials when the teacher arrives.
- 2) Complete as much work as possible independently and use the home instruction teacher time to ask questions/seek clarification.
- 3) Complete assignments by deadline(s) provided.